

Process...Configuration Management and Change Control

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1. CM & CC Procedures

1.1. Introduction

1.1.1. Purpose

This document describes the Configuration Management and Change Control Procedure established within the Office of Enterprise Architecture Management (OEAM) for the orderly development and maintenance of the One-VA Enterprise Architecture. The procedure has two parts:

1. The Configuration Management Procedure provides version control of all acquired and developed content within the One-VA Enterprise Architecture. It provides separation of content between the various versions of the EA that are published over time.
2. The Change Control Procedure provides tractability, accountability and approval identification for all changes to the annual EA assessment products.

1.1.2. Scope

This procedure applies to all content within the One-VA Enterprise Architecture Repository and its derivative products. One exception is that certain detailed logical and physical data models, data schemas, data definitions, and other data constructs are managed and controlled independently by the Data Management Board, and the OEAM Data Architecture Service through the One-VA Data Registry and Data Repository. Another exception is that these entities are only represented in summary within the One VA Enterprise Architecture Repository.

1.1.3. Authority

The VA Chief Architect is the owner of the EA Configuration Management and Change Control Process. The Chief Architect approves and oversees the development of the annual EA assessment products, and is the Program Decision Authority for approval of annual product changes within the EA Change Control Process.

1.1.4. Execution

The One VA Configuration Management and Change Control Process is executed and enforced by the Director, Enterprise Architecture Service (EAS), under the direction of the Chief

Architect. The Director, EAS, is responsible for building and maintaining the One-VA EA Repository and its content, and for designing and developing the EA products approved by the Chief Architect.

1.2. EA Configuration Management Procedure

1.2.1. EA Configuration Specification

Content for inclusion in the One-VA EA Repository is submitted to or developed by the Director, Enterprise Architecture Service (EAS). EA Repository Content may originate from the CPIC process, from stakeholder-submitted Exhibit-300 budget requests, from working sessions between EAS and various EA stakeholder, from chartered working groups, from the EAC and DMB, from IT project teams, from executive fora (such as the JEC, the BEC and the HEC), and from other related sources as well as from the research and analysis performed within the EAS .

The Director, EAS assures that EA repository Content is traceable to the content submitter and to the date of submission, within the EA Repository. Content is also edited and configured to the standards and the constraints imposed by the EA Meta-model and the repository tool. The repository tool is currently the "Caliber-RM" COTS product.

The EA Repository provides explicit and implicit versioning of all submitted content. Implicit versioning consists of programmatic sequencing of content, at the entry level, within the repository, which permits reconstructing the order in which content was added as well as the ability to roll-back any entry to any previous content state. Explicit versioning consists of manually applying an assigned version control number to all content within the repository that pertains to an identically numbered published version of the EA. Content pertaining to separate versions of the EA will appear in separately versioned instances of the repository database. Current versions of the published EA that conform to this convention are:

1. EA V4.0, published May 31, 2005; and
2. EA V4.1, published Feb 28, 2006.
3. EA V4.2, published Feb 28, 2007.
4. EA V4.3, published Feb 29, 2008.

The One-VA EA Repository is also furnished with several sensitivity indicators to classify content and to regulate content exposure. These indicators are:

1. "Critical Infrastructure Protection - Sensitivity" which isolates content which, when exposed, could compromise the security of VA facilities and infrastructure; and
2. "Procurement Sensitivity" which isolates content which, when exposed, could compromise the competitiveness of a federal procurement or could create a non-competitive advantage for the viewer.

These indicators are currently under development and will be completely deployed for EA V4.2, which is planned for delivery in February 2007.

The EA Repository is restricted from containing, and will not contain, any individual veteran identification information, veteran-case information, medical or other individual information. The EA Repository and CM process will exclude all information covered under individual identity, privacy and HIPAA regulation.

1.2.2. EA Configuration Management Tasks

1. The Director, EAS , will assure that all content, managed under this procedure, is electronically backed-up and is electronically recoverable in the event that the supporting production hardware is inoperative.
2. The Director, EAS, will provide Intranet and Internet exposure, of the content managed under this procedure, as directed by the Chief Architect.
3. The Director, EAS, will provide a CD-Rom version of the content managed under this procedure, which is equivalent in scope to the EA material provided on the VA Intranet. This version will be made available to OMB and GAO as well as any other recipient identified by the Chief Architect.
4. When any version of the One-VA EA is retired and replaced by a later version, the Director, EAS, will assure that a copy of that version's CD-Rom product (in the form delivered to OMB) is retained in a permanent archive.

1.2.3. EA Configuration Management Verification

Adherence to this procedure will be verified and reported as part of the annual EA Independent Verification and Validation Process.

1.3. EA Change Control Procedure

1.3.1. EA Change Control Specification and Tasks

The EA Change Control Procedure governs the manner in which changes to the annual EA Assessment Products are proposed, approved, and published.

The EA Change Control procedure is constrained by the annual delivery cycle of the current EA to OMB for review and evaluation. The current delivery cycle (which may be changed at any time by OMB) is detailed here:

1. The EA product development cycle begins with the submission to VA of OMB's evaluation of the previously submitted EA assessment product. This is scheduled to occur in March of

any year.

2. In March, the OEAM IV&V contractor evaluates the EA that was delivered to OMB in February, and briefs the Chief Architect and the Director, EAS, on the completeness and compliance of that EA delivery
3. The Director, EAS, reviews and evaluates the OMB assessment and develops an EA improvement plan with the product improvements and omissions indicated by the OMB assessment.
4. The Director, EAS, then includes any planned improvements, which may have been developed in-house or may have been recommended, from other sources, into the EA improvement plan and then he/she develops a work plan for review and approval by the Chief Architect.
5. In April, the Director, EAS, briefs the EA work plan Chief Architect and receives direction and approval for the development of the next EA assessment. The Chief Architects approval is recorded within the EA Work Plan.
6. From May through September the Director, EAS, is responsible for performing EA reviews of Exhibit-300 IT budget requests for delivery to OMB in the September budget-cycle, in addition to developing the next annual EA assessment.
7. In September, The Director, EAS, delivers an amended version of the EA assessment that went to OMB the previous February. This Amended EA addresses the portfolio projects in the current budget submission. Content changes within the EA are limited to portfolio project discussions in the Target Architecture Presentation and in the FEA Alignment Presentation.
8. In October, The Director, EAS, briefs the EAC on the content of the forthcoming EA delivery.
9. On December 31, the Director, EAS, delivers a preliminary draft of the forthcoming EA Product set to the Chief Architect for internal review.
10. On January 31, the Director, EAS, delivers a decision draft to the EAC and the VA CIO community for review and comment, prior to delivery to OMB.
11. On February 20, the Director, EAS, must receive all comments and corrections in order to be considered for inclusion in the OMB delivery.
12. On February 28, The Chief Architect delivers the new EA Product set to OMB. At this point, the process reiterates with OMB's assessment of the new EA product.

At any time during this process cycle, the Director, EAS, may receive additional guidance from OMB, GAO, or the Chief Architect, which may result in additional changes to the EA version being developed. Any of these products, which have been scheduled and approved for change, can be, at that time, further modified to receive these additional changes without additional coordination. However, if an additional product is involved, it must be added to the EA work plan and approved by the Chief Architect.

Reference(s):

- EAv4_0 Work Plan.pdf
- EAv4_1 Work Plan.pdf

1.3.2. EA Change Control Verification

Adherence to this procedure will be verified and reported as part of the annual EA Independent Verification and Validation Process. The Chief Architect will assure that the EA Continuing Improvement Process is included within the EA products delivered to OMB, and that this product includes the related EA work plan and EA self assessment.